



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
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CNETINST 4950.2J
NETSAFA N2
17 FEB 1995

CNET INSTRUCTION 4950.2J

Subj: DEPARTMENT OF DEFENSE INFORMATIONAL PROGRAM (IP) FOR
INTERNATIONAL MILITARY TRAINING UNDER THE SECURITY
ASSISTANCE TRAINING PROGRAM

Ref: (a) SECNAVINST 4950.4
(b) NAVY IPO 141534Z Oct 94
(c) DoD Directive 5410.17 (NOTAL)
(d) Informational Program (IP) Handbook of Aug 94

Encl: (1) Informational Program Topics
(2) Sample Event/Activity Objective
(3) Checklist for Escorts on IP Trips
(4) Escort Officer's Assessment of IP Activities
(5) International Student Evaluation Sheet
(6) Sample Direct Fund Citation Letter
(7) Sample Letter for Drawing an Advance of IP Funds
(8) Sample Settled Claim for Reimbursement for
Expenditures on Official Business (SF-1164)
(9) Sample IP Expense Documentation Sheet (CNET 4950/3)

1. Purpose. To assign responsibilities and provide guidance for the administration of the subject program within the Naval Education and Training Command (NAVEDTRACOM) in consonance with references (a) and (b). Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.

2. Cancellation. CNETINST 4950.2H

3. Background

a. In accordance with reference (c), International Military Students (IMSS), under the sponsorship of the Security Assistance Training Program, whether officer, enlisted, or civilian, are given the opportunity to participate in the IP within the limits of time and resources available. The IP is strictly voluntary and no IMS shall be coerced into participation; however, it is the responsibility of each command to ensure an interesting and attractive program is available to earn the full and active interest of all international trainees. The goal of the program is to ensure that IMSS return to their homelands with an understanding of the responsibility of governments, the military, and citizens to protect, preserve, and respect the rights of every individual. This goal can be achieved by accomplishing the program objective of providing IMSS with an awareness and functional understanding of internationally recognized human rights and the American democratic

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way of life. In meeting the objective, and ultimately the goal of the program, International Military Student Officers (IMSOs) must arrange activities and events around the program topics and themes listed in enclosure (1) and ensure the activities and events clearly support at least one of the following areas of emphasis:

(1) Internationally recognized human rights as outlined in the Universal Declaration of Human Rights.

(2) The democratic ideals of an elected government and effective civil-military relations which reinforce the ideal of government by the people.

(3) The roles and interrelationships of a culturally, ethnically, economically, and socially diverse population in a democratic society.

(4) U.S. free enterprise system and its role in a democratic society.

b. IP is intended to complement IMSS' formal training courses, on-the-job training, and orientation while in the U.S. Exposure of IMSS to the non-military aspects of American life is considered by the Department of the Navy (DON) to be second only to the objectives of the military training which the IMS is scheduled to attend. For better understanding of the U.S. and its people, IMSS should be acquainted directly or indirectly with the specific topics or themes outlined in enclosure (1). Further, reference (d), the IP Handbook, is a reference guide for IMSOs to plan and execute IP activities and events. This handbook provides information and contains suggested activities on how the topics or themes can easily be achieved. Chapter 11 of reference (a) sets forth guidance on policy, applicability, responsibilities, and other aspects of subject programs for the Navy and Marine Corps. The Naval Education and Training Security Assistance Field Activity (NETSAFA) is assigned as the Chief of Naval Education and Training's (CNET's) agent for managing the IP throughout the NAVEDTRA COM.

4. Applicability. Activities shall administer the expenditure of IP funds with the objective of providing every eligible IMS, within the limits of resources available, the opportunity to view as many as possible of the 12 topics or themes in enclosure (1). Examples of individuals or groups not eligible for IP funded activities are self-invited visitors not included as a programmed item in a country training program and visits by foreign nationals at the personal invitation of the Chief of Naval Operations or Commandant of the Marine Corps. IP funds are not to be used for the following:

a. To pay for alcoholic beverages.

b. To pay for food outside the military installation unless associated with an IP trip where students do not stay at or have the opportunity to dine upon a military installation.

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c. To pay for entertainment expenses for activities that are substantially of a recreational character, including entrance fees at sporting events and amusement parks.

d. To support purely academic objectives such as field study trips that are an integral part of the training course curriculum. In such cases, expenses will be included as part of the tuition cost rather than being drawn from IP funds.

e. To defray transportation expenses to and from field study assignments when such assignments are for academic purposes and not specifically intended to further the goals of the IP. Nor should IP funds be used to provide routine transportation services, e.g., to and from classes or transporting arriving and departing IMSS unless a programmed IP event is planned.

5. Escort Officers

a. An IMSSO may act as escort officer or the commanding officer may designate military or civilian personnel officially assigned to the command to act as escort officers. In the case of IP events conducted jointly by two or more commands, civilian or military personnel assigned to any participating command may perform escort duties. The success of IP functions rests in large measure on the knowledge, initiative, and personal interest of the escort officer. This will be the person in constant contact with the international trainees who is, therefore, in the best position to influence their impressions of what they see and hear. At no time will a contractor be used or be paid expenses as an IP escort.

b. Escorts should be thoroughly familiar with the goal, objective, and areas of emphasis of the IP and should be prepared to discuss the various topics as opportunities arise. Reference (d) handbook offers a wide-range of information from which escorts may draw from in order to become knowledgeable about the IP topical areas. It is imperative that prior to each IP activity the students participating in the event are afforded a prebrief about the topic or event objective. It is equally important that following the event, that the topic or event objective be debriefed. Topic or event objectives are derived from the areas of emphasis (section 6 in the IP Handbook's applicable topic area lesson plans). Enclosure (2) shows two examples of event objectives.

c. The recommended ratio of escort officers to foreign trainees is as follows:

- (1) 1 to 10 participants - 1 escort.
- (2) 11 to 20 participants - 2 escorts.
- (3) 21 to 50 participants - 3 escorts.
- (4) 50 plus participants - 4 escorts.

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CH-2 d. A checklist for escorts (enclosure (3)) is provided to assist the IMSO or escort officer in planning IP events. An assessment, as shown in enclosure (4), of all IP activities should be made by the senior escort on the first day of duty after completion of an IP activity. Assessments shall be summarized for the NETSAFA IP Manager (N20) each October as part of the Annual IP Assessment. A student evaluation sheet, shown in enclosure (5), must be completed by IMSSs following each IP activity or event. It is not necessary that every student complete an evaluation sheet; however, the following guidelines apply--for all IP events with an IMS attendance of 12 or more, a minimum of 25 percent should complete the evaluation form; for IP events with an IMS attendance of less than 12, a minimum of 3 students should complete the evaluation form.

6. Financing. Funds are authorized by the Navy International Programs Office (Navy IPO-04B) for the implementation of the IP. These funds may be used to cover costs for authorized meals, lodging, transportation, tours, admissions, and other off-installation activities that accomplish one or more Department of Defense (DoD) IP topics. However, they can also be used to support certain activities on the training installation which are clearly related to the IP. The presentation of mementos, plaques, school emblems, and other commemorative items is authorized under IP as long as each item is of a permanent nature. Ball caps and T-shirts are not considered to be of a permanent nature. Presentation is limited to one item per IMS at each training installation at a cost not to exceed \$20. Exceptions must be approved by Navy IPO. Souvenirs are not an authorized expenditure under IP; however, film purchase and film processing is an allowed expense provided that all photographs or pictures are delivered to IMSSs as mementos. Control of expenditures under this program is retained by NETSAFA. The NETSAFA IP Manager (N20) will approve funded IP functions and events prior to their start.

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a. Initial Approval for IP Participation. Each activity approved for participation in the IP during a given fiscal year (FY) will be provided a direct fund cite letter. Enclosure (6) is a sample letter. This letter provides the fixed portion of the fund citation to be used in executing the program; however, it does not provide actual authorization for use of IP funds. Rather, authorization will be provided for each individual function as outlined in subparagraph 6b below.

b. Authorization for Specific IP Function or Event

(1) After an IMSO has planned an IP function or event, he or she will contact the NETSAFA IP Manager (N20) via phone (commercial (850) 452-2900 or DSN 922-2900, extension 3-2924) and provide the following information:

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(a) Name of activity

(b) Name of requestor

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- (c) Estimated dollar requirement
- (d) Dates of the planned function
- (e) Number of international trainees
- (f) Number of guests to be funded by the IP
- (g) Number of escorts
- (h) Nature of the function
- (i) Topic(s) to be attained.

CH-2 (2) NETSAFA (N26) will then assign a 6-digit authorization number for the approved function or event. This authorization number will be used in the fund citation and the last five positions of the Standard Document Number (SDN) when processing advance of funds requests and settlement claims per subparagraph 6c below.

c. Advance of Funds. An advance of funds for each IP function is authorized under NAVCOMPT Manual, Volume 4, Chapter 08, Section 08.

(1) When an advance of funds is required, the activity authorized to incur obligations for IP purposes shall, by letter to the disbursing officer:

(a) designate and authorize an individual to incur and pay expenses;

(b) indicate the number of IMSs and guests, funded and non-funded by IP, expected to participate;

(c) estimate the dollar amount to be expended; and

(d) designate and authorize the disbursing officer serving the activity to advance the required amount of funds using a NETSAFA assigned SDN and fund citation.

(2) Whenever possible, Government checks should be utilized to pay for advanced costs, such as hotel reservations, admission fees, etc. When cash advances are necessary, FMSOs or their designated representatives are authorized to purchase traveler's checks. Traveler's check fees are an authorized IP expenditure and can be listed on IP claims as a miscellaneous cost. Use of "dedicated" command IP checking accounts is not authorized.

(3) Upon presentation of the written designation, the disbursing officer will advance the amount authorized on a DD Form 1351 in the same manner as a travel advance, citing the transaction type code "1K" and other accounting data contained in the letter designation. A sample request for advance of funds letter is

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contained in enclosure (7). The disbursing officer will endorse the amount advanced on the original letter. A copy of the advancement of funds letter containing the disbursing officer's endorsement with voucher number will be submitted to NETSAFA (N28) as soon after the advance is received.

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CH-2 (4) Upon completion of the IP function, notify NETSAFA (N28) if the cost exceeded the authorized amount by \$100 or more with an explanation as to why the overage occurred.

(5) Within 10 calendar days after completion of each event, the designated individual will prepare a Claim for Reimbursement for Expenditures on Official Business (SF-1164) as prescribed in NAVCOMPT Manual, Volume 4, Chapter 08, Section 08. See enclosure (8) for sample SF-1164s. The claim will contain the fund citation used on the related authorization letter. In order to satisfy internal review/audit requirements, sufficient documentation must be filed in a timely manner to support each IP function. Therefore, in addition to the SF-1164, an Informational Program (IP) Expense Documentation Sheet (CNET 4950/3) must be completed and submitted with the SF-1164. See enclosure (9) for sample IP Expense Documentation Sheets. Since the IP Documentation Sheet provides a full explanation of IP expenses, the description section of the SF-1164 does not need to report this information. It need only state "Official IP Expenses -- See attached IP Expense Documentation Sheet." All expenditures must be itemized and supported by receipts where obtainable. Sufficient clarification or supporting documentation should be included in the liquidation package in order to avoid the appearance of waste, fraud or abuse of IP funds. The claim will be submitted to the commanding officer or designated representative for approval. The claim, together with the original letter designation, will be presented to the disbursing officer who effected the advance. Any money advanced and not expended will be collected from the individual. A copy of the settled claim with the disbursing office's voucher number, IP Expense Documentation Sheet (CNET 4950/3) and receipts, will be provided to NETSAFA N28 by the IMSO or IP Coordinator upon receipt of the liquidated claim from the disbursing office.

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CH-2 (6) Outstanding IP liquidation letters will be issued by NETSAFA (N31), with NETSAFA (N28) validation, to activities who have not provided NETSAFA (N28) a copy of each liquidated IP claim within 90 calendar days of completion of IP functions, unless NETSAFA (N28) has been notified of extenuating circumstances involving claims. Outstanding IP advances may be recouped from pertinent individual's wages through payroll by NETSAFA (N31) 120 calendar days after completion of the IP function if NETSAFA (N28) does not have a copy of the completed liquidation or NETSAFA (N28) has not been notified of extenuating circumstances.

d. Disbursing Funds. Disbursements of funds authorized by NETSAFA for IP activities will be made by the escort officer authorized to draw funds in accordance with subparagraph 6c above. At no time will IP funds be given to an IMS.

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e. Living Allowance. During IP activities, IMSs under the International Military Education and Training Program (IMETP) are in a training duty status for living allowance purposes.

f. Tours and Trips. IP tours and trips, funds permitting, are normally conducted on an all-expense paid basis. IMSOs may decide, however, to require participants to pay for some costs if limited funding would otherwise preclude conducting the event. Maximum meal allowances are to be based on the rates authorized in the JTR for the applicable location. In no case should the cost of meals exceed \$33 per day for each IMS. Single room accommodations are authorized for O-7s and above and civilian equivalents. All other IMSs shall use double room accommodations. The only exception will be for female IMSs when an odd number of female IMSs are participating in the IP event. IMSs below flag rank who want a single room accommodation will pay the difference in cost. Personal expenses such as room service, laundry, phone calls, and excess baggage are the responsibility of the IMS while participating in IP events. Authorized dependents may accompany their sponsors on tours and trips on a space available basis and at no cost to the U.S. Government. An exception is for minor costs, when individual collection is impractical, such as for parking fees or tolls.

g. Escort Officers. Lodging, authorized meals, tickets, admissions, and other expenses will be paid from IP funds. Escort expenses shall be included in the estimated cost of an IP trip.

h. Social Activities. Social activities with participation by U.S. personnel, who are guests at IP functions such as breakfasts, luncheons, dinners, gatherings, and receptions, are authorized provided that these functions directly relate to at least 1 of the 12 IP topical areas. However, discretion must be used to maintain a proper ratio between IMSs and U.S. guests. Normally, the proportion of U.S. official personnel and guests at such functions should not exceed three times the total number of IMSs. Depending upon the occasion, this recommended proportion may be exceeded if approval is obtained in advance from NETSAFA.

i. Travel and Transportation

(1) Government transportation shall be used to the fullest extent possible. Further, it is recommended that ground transportation be the primary means of transporting IMSs. It is imperative that advance preparations occur on the part of IMSOs when arranging for transportation. IMSOs should make inquiries to their local Public Works Center (PWC) transportation offices as to availability and costs associated with vehicle usage. If Government vehicles are available, IMSOs should request an authorization number from NETSAFA (N28) and provide a point of contact and address of the local PWC transportation office. NETSAFA (N31), in turn, will issue a work request (DD 2275) to the PWC transportation office to set up a job order number for billing purposes. Once a job order number is established with the PWC transportation office and if future Government vehicle usage is required, the original authorization number should be used and the dollar amount amended to

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reflect the additional costs. Job orders and authorization numbers are only valid for the fiscal year. A new authorization number is required each fiscal year requiring preparation of a new work request. However, depending on funding availability, commercially rented transportation is authorized as required. The use of privately owned vehicles (POVs) for IP business is restricted to instances when Government owned vehicles are not available and when use of a POV is more cost advantageous to the Government. When a POV must be used, the IMSO or IP Coordinator should have locally prepared documentation on file that the preceding prerequisites have been met.

(2) The use of surface transportation for short trips is encouraged to provide International trainees a closer look at the American countryside.

CH-2 (3) Trips are limited to 500 miles round trip, with the exception of the Washington, DC tour which is allowed for officer IMSS attending selected senior, career, postgraduate, and other significant courses. This mileage limitation ensures that maximum utilization is made of available IP funds for local events, incurring expensive transportation, and lodging costs only when necessary to accomplish the goals of the IP. A waiver for trips exceeding the mileage limitation must be approved by Navy IPO prior to issuance of an authorization by NETSAFA (N28). Forward requests for waiver of the 500-mile round trip limitation to Navy IPO (IPO-04B), via your chain of command and NETSAFA (N28), with the following information:

(a) Number of IMSS (include name, rank, and country of origin for IMSS when known) expected to participate in the IP event.

(b) Duration of the trip

(c) Itinerary

(d) Total round trip distance

(e) Number of escorts and guests

(f) Estimated costs

(g) Topics to be attained

(h) Detailed justification for waiver including a statement as to why DoD IP topics cannot be accomplished within the local area.

Waiver requests will be accepted and processed at any time; however, it is recommended that, where possible, a lead-time of 45 days be given.

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(4) Subject to the availability of time and funding, a tour of Washington, DC should be made available to officer IMSS attending senior, career, and other significant courses. Navy IPO will designate those courses that do not require waiver for this tour. A maximum of 4 days is authorized, plus travel time. The Washington, DC tour should include, as a minimum, a tour of the White House and other National Monuments. A pre-tour briefing is required for each day's itinerary, highlighting the historical significance of each landmark visited, as well as a post-tour debrief following the visit. Every effort should be made to have all students complete the planned itinerary; exceptions should be limited to cases of illness or inclement weather. The Washington, DC tour is not meant to be a vehicle for the IMS to visit his/her own national embassy. Free time should not be included in the trip itinerary for such visits.

CH-2 (5) An itinerary of Washington, DC tours requiring mileage waivers must be provided NETSAFA (N28) with the IP liquidation package.

(6) Escort expenses and legitimate out-of-pocket expenditures shall be included in the estimated cost of IP events. All expenses for both students and escorts will be claimed using an SF-1164 or local area expense form. Travel orders for IMSS and escorts should be prepared when IP activities in excess of 10 hours are conducted out of the local area. No cost to the Government blanket travel orders should be used for IMSS. Escorts should use official travel orders utilizing the pertinent IP accounting data with the following remark to be placed on the orders:

"Lodging, transportation, meals, and miscellaneous/incidental expenses have been paid in full under the Informational Program utilizing an SF-1164 or locally prepared expense form. Traveler(s) will not claim any additional reimbursements associated with this event."

CH-2 j. Local or No Cost IP Events. Local or no cost IP events are strongly encouraged. These include visits to private homes, local industry, cultural and industrial exhibits, farms, schools, historic points of interest, civic activities, or having guest speakers that are subject matter experts in their fields address students. These local area programs provide the best possible exposure to IP topics at minimal cost. All no cost events should be reported to NETSAFA (N28) via telephone, facsimile (DSN 922-2953/3744), or memo with the following information:

- (1) Name of activity
- (2) Name of individual reporting no cost event(s)
- (3) Date of the completed event
- (4) Number of International trainees

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- (5) Number of guests
- (6) Number of escorts
- (7) Nature of event
- (8) Topic(s) attained

7. Extraordinary Expenses (EE). These expenses (Budget Project N60 funds) are defined as those incident to representational activities for IMSS under the IMETP. Presently, only the Naval Small Craft Instruction and Technical Training School (NAVSCIATTS) is authorized EE funds within the NAVEDTRACOM. EE funds can help defray the costs of commanding officers' receptions, civilian or military sponsored banquets, faculty and student luncheons, graduations, and other similar activities which bridge cultural differences and enhance the relationship between the training installation and the local community. EE funds may also be used for activities described above in connection with the IP and orientation visits and tours, but must be limited to IMETP students. The expenditure of N60 funds for students not sponsored under the IMETP is not authorized. The same limitations and constraints apply to EE funded activities as for IP.

8. Reporting Requirements

CH-2 a. During the third/fourth quarter of each fiscal year, training activities designated by NETSAFA will provide NETSAFA (N28) a budget and program projection of the next fiscal year's IP. Reporting procedures will be established each fiscal year to permit sufficient detail for assessment of the training activity's efforts toward fulfillment of the goal, objective, areas of emphasis, and topics of the IP.

CH-2 b. During October of each year, training activities designated by NETSAFA will provide NETSAFA (N28) an assessment of the past fiscal year's IP to include: the number of IMSS who participated in the program identified by funding type (FMS and/or IMET) and by officer, enlisted, and civilian; any no-cost activities not previously reported; a narrative assessment of program results by topics attained and any comments/recommendations concerning the NAVEDTRACOM IP. The annual report shall be for the 12-month period between 1 October and 30 September and shall be submitted to CH-2 NETSAFA (N28) no later than 30 October annually.

9. Documentation Flow. Training activities designated by NETSAFA shall submit the following reports, documents, or forms as indicated below:

CH-2 a. Annual budget and program projection report (third/fourth Quarter) - NETSAFA (N28).

b. Annual assessment report (October) - NETSAFA (N28). CH-2

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CH-2 c. Advance of funds letter with disbursing officer's endorsement and voucher number for each IP activity when advance is drawn - NETSAFA (N28/N31).

CH-2 d. Settled Claim for Reimbursement for Expenditures on Official Business (SF-1164) with copy of IP Expense Documentation Sheet (CNET 4950/3) and receipts - NETSAFA (N28/N31).

CH-2 e. Completed copies of the escort officer assessment form and international student evaluation sheets following each IP activity - NETSAFA (N28).

CH-2 f. Request for waiver of 500-mile round trip limitation - Navy IPO (IPO-04B) via chain of command and NETSAFA (N28).

10. Responsibilities

a. CNET

(1) Assign NETSAFA as Program Manager for NAVEDTRACOM IP.

(2) Ensure CNET Instruction providing guidance and direction to NAVEDTRACOM on IP is published and maintained.

b. NETSAFA

CH-2 (1) Submit the annual IP and EE budget requirements to Navy IPO (IPO-04B) - (N28).

CH-2 (2) Issue letters and messages to respective commanding officers authorizing funds and assigning accounting data to be cited on financial documents - (N28).

CH-2 (3) Act as focal point and Program Manager of the IP for NAVEDTRACOM - (N28).

(4) Upon request, confirm availability of funds and appropriateness of IP function, assign a 6-digit authorization number for authorized IP functions, and enter information into the Automated Informational Program System (AIPS) - (N28). CH-2

(5) Review waiver requests and provide recommendations to Navy IPO (IPO-04B) as necessary - (N28). CH-2

CH-2 (6) Periodically review NAVEDTRACOM programs for compliance - (N28).

(7) Distribute a quarterly Informational Program Report to each participating NAVEDTRACOM activity - (N28). CH-2

(8) Issue a budget and program projection call to training activities upon request by Navy IPO (IPO-04B) - (N28). CH-2

CH-2 (9) Provide target allocation of program dollars to training activities - (N28).

CH-2 (10) Receive and verify copies of all obligation and liquidation documents from training activities utilizing program funds - (N28/N31).

CH-2 (11) Receive and review copies of escort assessments and international student evaluation sheets - (N28).

(12) Maintain records of amounts authorized to each training activity and obligations and expenditures incurred - (N31).

(13) Issue outstanding settlement letters 90 days after completion of events unless notified of extenuating circumstances by activities involved - (N31).

CH-2 (14) Commence procedures to recoup outstanding IP advances from pertinent individuals' wages through payroll 120 days after completion of IP functions if NETSAFA (N28/N31) has not received copies of completed liquidation packages or been notified of extenuating circumstances, and if these events are listed on the overage travel report - (N31).

(15) Consolidate obligated expenditures for the program year - (N31).

(16) Reconcile expenditures for the previous FY's IP - (N31).

c. Training Activity

(1) Maintain an IP that is interesting and attractive to earn the full and active interest of all international trainees.

(2) Ensure IMSO, IP Coordinator, and escort officers are thoroughly familiar with the intent of the goal, objective, and areas of emphasis for the IP.

CH-2 (3) Obtain approval from NETSAFA (N28) prior to conducting a funded IP function.

(4) Make Government transportation available, when possible, for IP functions. When Government transportation is not available, ensure POV is more cost advantageous to the Government.

CH-1 (5) Forward advance of funds letter to NETSAFA (N28).

CH-2 (6) Notify NETSAFA (N28) if the cost of the function exceeded the authorized amount by \$100 or more.

(7) Ensure that prior to each IP event a thorough student prebrief is conducted which addresses the topic objective and following the event a student debrief is conducted again reemphasizing the event objective.

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(8) Submit copies of escort assessments (CNET 4950/4) and international student evaluation sheets (CNET 4950/5) to NETSAFA (N28).

(9) Submit settlements to disbursing officer within 10 calendar days upon completion of IP function.

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(10) Forward a copy of liquidated IP claim with the Claim for Reimbursement for Expenditures on Official Business (SF-1164) with disbursing officer's endorsement and voucher number, the IP Expense Documentation Sheet (CNET 4950/3), and receipts to NETSAFA (N28) upon receipt from disbursing.

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(11) Provide NETSAFA (N28) with requested information concerning completed IP events conducted at no cost.

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(12) Submit request for waiver of 500-mile round trip limitation to Navy IPO (IPO-04B) via your chain of command and NETSAFA (N28). Although waiver requests will be accepted and processed at anytime, it is recommended that, where possible, a lead-time of 45 days be given.

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(13) Provide NETSAFA (N28) an itinerary of Washington, DC IP tours requiring mileage waivers.

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(14) Submit budget and program projection during the third/ fourth quarter to NETSAFA (N28).

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(15) Submit annual assessment report of previous fiscal year's IP by 30 October annually to NETSAFA (N28).

11. Reports and Forms

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a. The annual Budget and Program Projection Report is assigned report control symbol CNET 4950-9. The annual Informational Program Assessment Report is assigned report control symbol CNET 4950-8. These reports are approved for three years from the date of change transmittal 3.

"b. CNET 4950/3, 4950/4, and 4950/5 may be obtained from CNET (OS41), 250 Dallas St., Pensacola, FL 32508-5220. SF-1164 can be ordered from Commander, Naval Inventory Control Point, 5450 Carlisle Pike, Box 2020, Mechanicsburg, PA 17055-0788 using National Stock Number 0104-LF-800-0077."


P. E. TOBIN
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INFORMATIONAL PROGRAM TOPICS

TOPICS: DoD has established 12 topics which are designed to give international students an opportunity to obtain a balanced understanding of the U.S. through personal contact and observation of our people and our governmental and cultural institutions. The topical areas are listed below and suggested activities within each of the topical areas can be found in the IP Handbook.

1. Constitution and Bill of Rights
2. Federal, State and Local Government Institutions
3. Civilian and Military Judicial Systems
4. Political Processes
5. Media
6. American Family Life and Community Life
 - a. Sponsorship Program
 - b. American Life
 - c. Religious Institutions
7. Ethnic and Other Minorities
8. Industry, Agriculture, and Environmental Protection
9. Economy
10. Labor and Labor-Management
11. Education
12. Public and Social Welfare

An outstanding, low cost, but highly successful approach in achieving most of the above topics is to have guest speakers address students with appropriate time allocated to permit follow-up question and answer sessions.

Enclosure (1)

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IP EVENT OBJECTIVE

1. Determining the IP event objective is a simple process by using the IP handbook. The objective of each IP activity can be obtained from sections 5 and 6 of a particular topic area lesson plan. It is recommended that the objective be paraphrased from the areas of emphasis to suit the event. There is no set standard how the objective must be briefed, nor will there be a set standard for presenting the objective -- this is entirely the choice of the IMSO how the objective is presented to the students -- the IMSO/senior escort must feel comfortable in presenting the objective to the students.

2. The following two examples provide typical event objectives:

a. Example 1:

Event: Attend a local community court hearing

Topic: Judicial processes

Areas of emphasis: (IP handbook, section c., Civil and military judicial systems, page 4, section 6)

(1) Internationally recognized human rights as outlined in the Universal Declaration of Human Rights (see page 2, section 5)

(2) Democratic ideals of an elected government and effective civil-military relations that reinforce the government.

For (1) above let's use article 11 (1) from page 3, section 5 of the civilian and military judicial systems section of the handbook = everyone charged with a penal offense has the right to be presumed innocent until proved guilty according to law in a public trial at which he/she has had all the guarantees necessary for his/her defense.

For (2) let's simply say that the local court judge is a government official.

Now put both together to say: the local court judge appointed to oversee this hearing is a government official charged with ensuring that those defendants appearing before him/her have the right to be presumed innocent until all facts and evidence are presented by either court-appointed defense counsel or counsel of the defendant's own choosing.

Other articles from the Universal Declaration of Human Rights can be used, as well as information from section 7 of the lesson plan labeled other learning objectives or teaching points, and information from the IP information sheets located in the IP handbook.

Enclosure (2)

17 FEB 1995

b. Example 2:

Event: Visit maritime museum

Topic: American Family Life and Community Life: American Life

Areas of emphasis: (IP handbook, section f.2., American Family Life and Community Life, page 3, section 6)

- (1) Internationally recognized human rights as outlined in the Universal Declaration of Human Rights (see page 3, section 5)
- (2) The roles and interrelationships of a culturally, ethnically, economically, and socially diverse population in a democratic society.

For (1) above let's use article 27 from page 3, section 5 of the American life section of the handbook = everyone has the right freely to participate in the cultural life of the community, to enjoy arts and to share in scientific advancement and its benefits. Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary, or artistic production of which he/she is the author.

For (2) let's simply say that the maritime museum is culturally oriented and can be enjoyed by anyone.

Now put both together to say: this culturally oriented maritime museum can be enjoyed by everyone because everyone in a this democratic society has the right to freely enjoy the arts.

America's seafaring origins may also be covered by mentioning that when our democratic institutions were established, most Americans had to brave the sea to get here, even those brought involuntarily.

There are other articles from the Universal Declaration of Human Rights that can be used, as well as information from section 7 of the lesson plan labeled other learning objectives or teaching points, and information from the IP information sheets in the handbook.

17 FEB 1995

CHECK LIST FOR ESCORTS ON INFORMATIONAL PROGRAM TRIPS

1. Each escort should:

- _____ a. Receive TAD or TDY orders for the trip (including IMSs).
- _____ b. Understand the DoD objectives and the specific objectives and topics of the trip. This should be accomplished by reading and becoming familiar with the applicable sections of the IP handbook which pertain to the event(s).
- _____ c. Receive a briefing regarding procedures for the handling and accounting of IP funds.
- _____ d. Understand IP funds are not given to the IMSs.
- _____ e. Receive a copy of the itinerary.
- _____ f. Be assigned a group of IMSs.
- _____ g. Designate the senior IMS from each country in the group of ten.
- _____ h. Brief the senior IMS on duties.
- _____ i. Be introduced to all tour participants.
- _____ j. Obtain receipts for any expenses.
- _____ k. Explain points of interest during the tour.
- _____ l. Account for students following meals, etc.

2. Escorts should assure the students are briefed on the following:

- _____ a. The objective(s) of the IP event(s) from the IP handbook.
- _____ b. Need to wear neat uniforms or appropriate civilian clothing.
- _____ c. Weather report to assist in selecting seasonal clothing.
- _____ d. Expenses authorized by the IP and personal expenses which are the responsibility of the IMS.
- _____ e. Tour itineraries with emphasis on arrival and departure times.
- _____ f. Places of interest.

Enclosure (3)

17 FEB 1995

- ___ g. Appropriate behavior.
- ___ h. Need to pay bills before departing.
- ___ i. Baggage allowances.
- ___ j. Danger of carrying large sums of money.

3. After tours, escorts will:

- ___ a. Assist in debriefing students and evaluating the tour by completing the escort assessment and having the students complete an evaluation sheet (see enclosures (4) and (5)).
- ___ b. File claim for expenditures.
- ___ c. Return excess funds to paying agent.
- ___ d. Provide a copy of liquidated claim to the paying agent or IMSO.

17 FEB 1995

ESCORT'S ASSESSMENT OF IP ACTIVITY

NAME OF SENIOR ESCORT:		NAME OF COMMAND:	
DATE OF ACTIVITY:		NUMBER OF INTERNATIONAL STUDENTS PARTICIPATING:	
COUNTRIES REPRESENTED:			
IP TOPIC(S):		DID EACH INTERNATIONAL STUDENT RECEIVE A PRE-BRIEF CONCERNING THIS EVENT? YES _____ NO _____ (IF NO, EXPLAIN IN REMARKS SECTION)	
DID EACH STUDENT RECEIVE AN IP EVENT INFORMATION SHEET(S) CONCERNING THIS ACTIVITY? YES _____ NO _____ (IF NO EXPLAIN IN REMARKS SECTION)		DID EACH STUDENT COMPLETE AN IP EVENT EVALUATION SHEET FOLLOWING THIS ACTIVITY? YES _____ NO _____ (IF NO, EXPLAIN IN REMARKS SECTION)	
WERE THE ARTICLES UNDER THE UNIVERSAL DECLARATION OF HUMAN RIGHTS PERTAINING TO THIS ACTIVITY IN BLOCK 5 OF THE IP EVENT LESSON PLAN (S) ADEQUATELY COVERED DURING THIS EVENT? YES _____ NO _____ (IF NO EXPLAIN IN REMARKS SECTION)		DID THIS ACTIVITY CLEARLY SUPPORT THE IP AREAS OF EMPHASIS AS OUTLINED IN BLOCK 6 OF THE IP EVENT LESSON PLAN(S) ? YES _____ NO _____ (IF NO EXPLAIN IN REMARKS SECTION)	
DID EACH INTERNATIONAL STUDENT RECEIVE A DEBRIEF REEMPHASIZING THE OBJECTIVE(S) OF THIS EVENT? YES _____ NO _____ (IF NO EXPLAIN IN REMARKS SECTION)		NOTE: THE DEBRIEF SHOULD BE GIVEN IMMEDIATELY PRIOR TO THE STUDENT COMPLETING THE IP EVENT EVALUATION SHEET FOLLOWING THE ACTIVITY BY REEMPHASIZING THE DECLARATION OF H.R. ARTICLES LISTED IN THE APPLICABLE LESSON PLAN(S)	
REMARKS : (PROVIDE AN ASSESSMENT OF THIS EVENT. IF MORE SPACE IS NEEDED, CONTINUE ON REVERSE)			

NOTE: One of these forms should be filled out by the senior escort the first day of duty following completion of each Informational Program activity

CNET 4950/4 (1/95)

Enclosure (4)

—)

—)

—)

Enclosure (5)

17 FEB 1955

SAMPLE DIRECT FUND CITATION LETTER4950
Ser N28/
(Date)

CH-2

From: Commanding Officer, Naval Education and Training Security
Assistance Field Activity
To: Commanding Officer, _____

Subj: NAVEDTRACOM FYXX INFORMATIONAL PROGRAM (IP) FUNDS FOR
INTERNATIONAL MILITARY STUDENTS

Ref: (a) SECNAVINST 4950.4
(b) CNETINST 4950.2J

1. Your activity is hereby designated for participation in the NAVEDTRACOM FYXX IP for international students administered by NETSAFA. References (a) and (b) provide guidance on program policies and procedures.

2. IP-funded events must be authorized by NETSAFA (N28) prior to execution. Authorization shall be requested by calling NETSAFA (N28) at DSN 922-2900, ext. 3-2924 or commercial (850) 452-2900, ext. 3-2924. A 6-digit authorization number will be assigned for each approved IP event. The authorization number, when inserted in the sample fund citation and document number shown in paragraph 3 below, provides the basis for obligation of funds in accordance with paragraph 6b, reference (b).

CH-2

CH-3

3. The fixed portion of the fund citation and document number to be used by your activity is as follows:

AA 17X1804.62M7 000 68870 0 068566 _ _ (Note 1) D _ _ _ _ (Note 2) 68870XFX _ _ _ Q (Note 3)
STANDARD DOCUMENT NUMBER N688709XMD _ _ _ _ (Note 4)

Note 1: Enter 1K for advances; enter 2D for settlements

Note 2: Enter first two digits and last three digits of 6-digit alphanumeric control number

Note 3: Enter first three digits of 6-digit alphanumeric control number

Note 4: Enter first two digits and last three digits of 6-digit alphanumeric control number

4. Your IP target amount for first quarter FYXX is \$ _ _ _ . _ _ .

(Signature)

Enclosure (6)

17 FEB 1995

SAMPLE LETTER FOR DRAWING AN ADVANCE OF IP FUNDS7200
Ser
(Date)From: Commanding Officer, _____
To: _____ (Name of IMSO)Subj: AUTHORITY TO INCUR AND PAY EXPENSES IN CONNECTION WITH THE
INFORMATIONAL PROGRAM (IP) FOR INTERNATIONAL TRAINEES
ATTACHED TO _____ (Name of Command)ref: (a) NAVCOMPT Manual, Vol. 4, Ch. 8, Sect. 08
(b) SECNAVINST 4950.4

1. You are directed to assume the duties of escort officer and agent cashier for the following IP event: (description of event) for (# of) international military students, yourself, and (# of) Escort Officer(s) on (date(s)).

2. By copy of this letter, the Disbursing Officer, Personnel Support Activity Detachment, (location of activity) is requested to advance the sum of \$ (amount) to subject member in accordance with references (a) and (b) and to effect final settlement of expenses involved.

3. Informational program funds accounting data: AA17X1804.62M7
000 68870 0 068566 1K D 68870XFX Q. Standard
Document Number (SDN) N688709XMD _ _ _ _ is assigned to this transaction.

(Signature)

Enclosure (7)

1 DEPARTMENT OR ESTABLISHMENT. BUREAU. DIVISION OR OFFICE

2

1. 11-2-21 11:00 AM

S. PAID BY

Read the Privacy Act Statement on the back of this form.

A NAME PLATE WITH ADDRESS FROM

B. SOCIAL SECURITY NO.

C. MAILING ADDRESS (include ZIP Code)

6. OFFICE TELEPHONE NUMBER

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

[illegible]

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a.)

Sign Original Only

DATE _____

**APPROVING
OFFICIAL
SIGN HERE**

9. This claim is certified correct and proper for payment.

Sign Original Only

DATE

**AUTHORIZED
CERTIFYING
AGENCY
HERE**

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only

DATE

CLAIMANT SIGN HERE

11

CASH PAYMENT RECEIPT

2. PAYEE (Sponsoring)

A SAFE RECEIPT

2. ARGUMENT

3

12. PAYMENT MADE
BY CHECK NO.

COUNTING CLASSIFICATION

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by Federal Travel Regulations (FPMR 101-11), E.O. 11653 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9337 of November 22, 1943 and 28 U.S.C. 6011(b) and 6109. The purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under approved administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or other agencies, when relevant to civil, criminal or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee. The issuance of a security clearance, investigations of the performance of official duty while in Government service, Your Social Security Account Number (SSN) is solicited under authority of the Internal Revenue Code (2 U.S.C. 6011(b) and 6109) and E.O. 9337, November 22, 1943, for use as a taxpayer and/or employee identification number for Federal Government claim payments or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all instances. However, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

1 DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE

1 11-11-11-11-11

S. PAID BY

1. NAME CLASS, DATE, GROUP NO.

B. SOCIAL SECURITY NO.

SMITH, John A.

100-11-1100

C. MAILING ADDRESS (NUMBER AND CITY)

6. OFFICE TELEPHONE NUMBER

NETSAFA CODE 100

125 W ROMANA ST SUITE 600

PENSACOLA FL 32501-5849

452-1111

6. EXPENDITURES (If line claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

DATE	ROOM NO.	Show destination code in col. (A-C) A—Local travel B—Telephone or telegraph, or C—Other Expenses (Itemized)	MILEAGE RATE	AMOUNT CLAIMED				
				MP-E-TL	FARE OR TOLL	ADD. PERSONS	TIPS AND MISCEL. LANCELS	
		(Explain expenditures in specific detail.)	NO. OF MILES					
		TO FROM	NO TO					
		"OFFICIAL IP EXPENSES — SEE ATTACHED IP EXPENSE DOCUMENTATION SHEET						
		SDN N688709XMDXXXXXX						
		ADVANCE DRAWN ----- \$6,000.00						
		TOTAL EXPENSES ----- \$100.00						
		AMOUNT DUE MEMBER ---- \$ 100.00						

If additional space is required continue on the back.

SUBTOTALS CARRIED FORWARD FROM THE BACK.

7. AMOUNT CLAIMED (Total of cols. 1), 6) and 7) \$ 6,100.00

TOTALS

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a.)

Sign Original Only

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sig. Criminal Only

DATE _____

CLAIMANT 

CASH PAYMENT RECEIPT

A. PAYEE (Supervisor)

2.25% ANNUAL

2. **ANALYSIS**

12. PAYMENT MADE
BY CHECK NO.

**APPROVING
OFFICIAL
SIGN HERE**

9. This claim is certified correct and proper for payment.

Sign Original Only

DATE _____

DATE

**AUTHORIZED
COPYING
ON
HERE**

COUNTING CLASSIFICATION

AA	17X1804.62M7	000	68870/0	068566	2D	DXXXXX	68870XFXXXXQ	\$6,100.00
----	--------------	-----	---------	--------	----	-------------------	--------------	------------

AA	17X1804.62M7	000	68870/0	068566	1K	DXXXXX	68870XFXXXXX	\$6,000.00	CR
----	--------------	-----	---------	--------	----	--------	--------------	------------	----

CH-1

21 MAR 1996

Take each cylinder and enter on the form, showing how

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented, Executive Order 11652, Federal Acquisition Regulation (FAR) 101-7, E.O. 11663 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943 and 29 U.S.C. 601(b) and 6109. The purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under approved administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or other agencies, when relevant to civil, criminal or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee. The issuance of a security clearance, investigation of the performance of official duty while in Government service, Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6109(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number pursuant to the "MAGNACARD" system for claims payment or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE

21 MAR 1996

1. IC-FILE NUMBER

Read the Privacy Act Statement on the back of this form.

5. PAID BY

A. NAME (Last, first, middle initial)

B. SOCIAL SECURITY NO.

SMITH, John A.

100-11-1100

C. MAILING ADDRESS (Include ZIP Code)

D. OFFICE TELEPHONE NUMBER

NETSAFA CODE 100
125 W ROMANA ST SUITE 600
PENSACOLA FL 32501-5849

452-1111

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

DATE	C E O C	Show expenditures made in col. (a): A—Local travel B—Telephone or telegraph, or C—Other Expenses (Itemized) (Enter expenditures in specific detail)	MILEAGE RATE	AMOUNT CLAIMED				
				MP-512E	FARE OR TOLL	ADD. PER- SONS	TIPS AND MISCEL- LANEOUS	
TO	BY	NO. FROM	NO. TO	NO. OF MILES	1	2	3	4
		"OFFICIAL IP EXPENSES -- SEE ATTACHED IP EXPENSE DOCUMENTATION SHEET"						
		SDN N688709XMDXXXXX						
		ADVANCE DRAWN ----- \$3,000.00						
		TOTAL EXPENSES ----- \$2,918.17						
		AMOUNT TO BE COLLECTED \$ 81.89						
		DO, PSA PENSACOLA 05/29/94 CASH COLLECTION OF \$21.83 FOR OVERPAYMENT OF ADVANCE PAID 05/18/94 ON DOV A3267, SYM 5194						
		RECEIVED BY: V SMITH AGENT CASHIER						

WHEN TRAVEL ADVANCE IS
GREATER THAN AMOUNT
EXPENDED

TRAVELER REMITS EXCESS
ADVANCE

If additional space is required continue on the back.

SUBTOTALS CARRIED FORWARD FROM THE BACK

7. AMOUNT CLAIMED (Total of cols. (f), (g) and (h)) \$ 2,918.17

TOTALS

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)

Sign Original Only

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only

CLAIMANT
SIGN HERE

DATE

11.

CASH PAYMENT RECEIPT

A. PAYEE (Signature)

B. DATE RECEIVED

C. AMOUNT

D.

12. PAYMENT MADE
BY CHECK NO.APPROVING
OFFICIAL
SIGN HERE

9. This claim is certified correct and proper for payment.

Sign Original Only

AUTHORIZED
CERTIFYING
OFFICER
SIGN HERE

DATE

DATE

COUNTING CLASSIFICATION

AA17X1804.62M7 000 68870/0 068566 2D DXXXXX 68870XFXXXXXQ \$2,918.17

AA17X1804.62M7 000 68870/0 068566 1K DXXXXX 68870XFXXXXXQ \$3,000.00

In accordance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by Federal Travel Regulations (FPMR 101-11), E.O. 11653 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943 and 28 U.S.C. 8011(b) and 6108. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization and to record and determine costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or other agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee. The issuance of a security clearance or investigation of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6109(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number for Federal income tax purposes. Voluntary disclosure of your SSN and other requested information is voluntary in all instances. However, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	2. CNETINST 4950.2J CH-1
		21 MAR 1986 3. FISCAL YEAR

Read the Privacy Act Statement on the back of this form.

CLAIMANT	4. NAME (Last, first, middle initial)	5. SOCIAL SECURITY NO.
	SMITH, John A.	100-11-1100
	6. MAILING ADDRESS (Include ZIP Code)	7. OFFICE TELEPHONE NUMBER
	NETSAFA CODE 100 125 W ROMANA ST SUITE 600 PENSACOLA FL 32501-5849	452-1111

8. PAID BY

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

DATE	CODE	Show appropriate code in col. (a): A—Local travel B—Telephone or telegraph, or C—Other Expenses (Itemized) (Enter amount in specific dollar.)	MILEAGE RATE	AMOUNT CLAIMED			
				MILEAGE	FARE OR TOLL	ADD. PERSONS	TIPS AND MISCELLANEOUS
Mo	Da	FR FROM	TO TO	Rate	Fare	Persons	Tips and Misc.
		"OFFICIAL IP EXPENSES -- SEE ATTACHED IP EXPENSE DOCUMENTATION SHEET"					
		SDN N688709XMDXXXXX					
		NO ADVANCE DRAWN					
		TOTAL EXPENSES		\$2,000.00			
		TOTAL AMOUNT DUE MEMBER		\$2,000.00			

If additional space is required continue on the back.

SUBTOTALS CARRIED FORWARD FROM THE BACK

7. AMOUNT CLAIMED (Total of cols. (f), (g) and (h)) \$2,000.00

TOTALS

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)

Sign Original Only

APPROVING OFFICIAL SIGN HERE

9. This claim is certified correct and proper for payment.

Sign Original Only

AUTHORIZED CERTIFYING OFFICER SIGN HERE

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only

CLAIMANT SIGN HERE

DATE

11.

CASH PAYMENT RECEIPT

1. PAYEE (Signature)

2. DATE RECEIVED

3. AMOUNT

\$

12. PAYMENT MADE BY CHECK NO.

ACCOUNTING CLASSIFICATION

AA17X1804.62M7 000 68870/0 068566 2D DXXXXX 68870XFXXXXQ \$2,000.00

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by Federal Travel Regulations (FPMR 101-11), E.O. 11659 of July 22, 1971, E.O. 11012 of March 27, 1982, E.O. 9387 of November 22, 1943 and 29 U.S.C. 6011(b) and 6109. The purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by the agency in connection with the hiring or firing of an employee. Disclosure of a security clearance investigation of the performance of officials duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6111(b) and 6109) and E.O. 9387, November 22, 1943, for use as a taxpayer and/or employee identification number pursuant to MANCA 2001-11 in vouchers claiming payment of reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all circumstances; however failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

1. AUTHORIZATION NUMBER _____ 2. REQUESTOR NAME _____

3. EVENT: _____

4. DATE(S) OF EVENT: _____

5. LOCATION(S) OF EVENT: _____

6. NO. IMSs: _____ NO. ESCORTS: _____
NO. GUESTS PAID BY IP: _____ NO. GUESTS NOT PAID BY IP: _____

7. LIST OF ACTUAL EXPENSES (INCLUDE COPIES OF RECEIPTS) ☒

8. MEALS -- (ITEMIZE COST BY DAY):

* Two lines of accounting data are required on SF 1164. (See attached SF 1164)

10. LIST IF IMSs:

NAME/COUNTRY CODE/WCN	NAME/COUNTRY CODE/WCN

11. LIST OF GUESTS BY NAME/TITLE: (INDICATE WHETHER PAID BY IP OR NOT):

12. LIST OF ESCORTS BY NAME/TITLE:

13. MODE OF TRANSPORTATION: COMMERCIAL _____ PWC _____ POV _____

CNET 4950/3 (Rev. 01/95)

Enclosure (9)

17 FEB 1995

INFORMATIONAL PROGRAM (IP) EXPENSE DOCUMENTATION SHEET

1. AUTHORIZATION NUMBER BBBXXX 2. REQUESTOR NAME John A. Smith
3. EVENT: Visit State Capitol
4. DATE(S) OF EVENT: 20-24 May 1994
5. LOCATION(S) OF EVENT: Tallahassee, Florida
6. NO. IMSs: 8 NO. ESCORTS: 1
NO. GUESTS PAID BY IP: 0 NO. GUESTS NOT PAID BY IP: 0
7. LIST OF ACTUAL EXPENSES (INCLUDE COPIES OF RECEIPTS):

EXPENSES	W/RECEIPT	W/O RECEIPT	TOTAL
Lodging (5) rooms	\$1,068.20		\$1,068.20
Admissions	\$ 562.50		\$ 562.50
Meals	\$1,124.81		\$1,124.81
Fuel	\$ 124.61	\$22.75	\$ 147.36
Tolls/parking	\$ 8.30	\$ 3.30	\$ 11.60
Miscellaneous	\$ 3.70		\$ 3.70
TOTAL OF EXPENSES	\$2,892.12	\$26.05	\$2,918.17

8. MEALS -- (ITEMIZE COST BY DAY):

5/20/94 - \$149.00	5/23/94 - \$275.00
5/21/94 - \$275.00	5/24/94 - \$149.00
5/22/94 - \$275.00	

9. ADVANCE: *YES: ☒ AMOUNT: \$3,000 DIFFERENCE DUE/TO BE COLLECTED: \$81.83
NO: TOTAL AMOUNT DUE:

* Two lines of accounting data are required on SF 1164. (See attached SF 1164)

10. LIST IF IMSs:

NAME/COUNTRY CODE/WCN	NAME/COUNTRY CODE/WCN
ENS BURALLI, IT0119	2ndLT KRISTAFFERSON, NOS888
ENS PACIFIC, IT0170	2ndLT LARSON, NOS889
ENS STILL, IT0156	2ndLT JOEMT, NOS894
ENS RICCI, IT0104	2ndLT ROALD, NOS904

11. LIST OF GUESTS BY NAME/TITLE:

NA

(INDICATE WHETHER PAID BY IP OR NOT):

12. LIST OF ESCORTS BY NAME/TITLE:

LT J. S. Smith, IMSO

13. MODE OF TRANSPORTATION: COMMERCIAL PWC XX POV

JOHN A. SMITH
NAME, TITLE & SIGNATURE OF REQUESTOR